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# MEMORANDUM

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TO: Board of park commissioners  
FROM: Jim Bartley  
DATE: June 25, 2013  
RE: Budget/Appropriations Ordinance – Levy Process

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This is a brief outline of the procedures for the adoption of the annual Budget and Appropriations Ordinance:

1. The tentative budget must be put on public display 30 days before its adoption.
2. A certified copy of the Budget and Appropriations Ordinance is to be filed with the County Clerk by the end of the first quarter of each fiscal year – by the end of July (by last Tuesday in July).
3. The Budget and Appropriations Ordinance must be prepared in tentative form and be made available for public inspection by the Secretary for not less than 30 days prior to its adoption.
4. A public hearing on the Budget/Appropriations ordinance must be held prior to its adoption. Notice of the public hearing must be published in a newspaper published in the District at least one week prior to the hearing.
5. After the public hearing the Board is to adopt the budget/appropriations ordinance and file a certified copy with the county clerk.

## Levy Process:

1. The annual tax levy must be adopted and filed with the county clerk not later than the last Tuesday in December.
2. Prior to adoption of the levy ordinance the Board must comply with the Truth in Taxation Act.
3. The tax levy ordinance must be certified by the Board secretary and by the Board president as to compliance with the truth in taxation act.



**PAMPHLET**

**FRONT OF PAMPHLET**

**ORDINANCE NO. 2025 – 13**

**AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF THE FORD HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR  
BEGINNING MAY 1, 2025 AND ENDING APRIL 30, 2026**

Published in pamphlet for this 18<sup>th</sup> day of June, 2025, by Order of the Corporate  
Authorities of the Ford Heights Park District, Cook County, Illinois

By:

  
SECRETARY



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**AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF THE FORD HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR  
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PUBLISHED IN PAMPHLET FORM



**AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF THE FORD HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR**

**BEGINNING MAY 1, 2025 AND ENDING APRIL 30, 2026**

**ORDINANCE NO. 2025- 13**

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**WHEREAS**, the Board of Park Commissioners of the Ford Heights Park District, Cook County, Illinois, caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

**WHEREAS**, a public hearing was held as to such Budget on the 25<sup>th</sup> of June 2025, and Notice of said hearing was given as required by law, and all other legal requirements have been complied with.

**NOW, THEREFORE, Be It Ordained** by the Board of Park Commissioners of the Ford Heights Park District, Cook County, Illinois, as follows:

**Section 1:** That the fiscal year of this Park District is hereby fixed to begin on May 1, 2025, and end on April 30, 2026.

**Section 2:** That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Park District for said fiscal year; and the following sums of money:



<b>CORPORATE FUND</b>	.....\$30,500
<b>RECREATION FUND</b>	.....10,000
<b>TORT FUND</b>	.....2,000
<b>AUDIT EXPENSE FUND</b>	.....5,000
<b>SOCIAL SECURITY AND ILLINOIS MUNICIPAL RETIREMENT FUND</b>	.....500

or as much thereof as may be authorized by law, are hereby appropriated for the purpose of the Ford Heights Park District, as hereinafter specified for said fiscal year.

**PART I**  
**Estimated Revenue Available**

Item 1:		Balance on hand May 1, 2025 \$ 26,000
Item 2:	Taxation: Taxes to be received in the 2025-2026 fiscal year from the	levy of 2025 and prior years \$41,000
Item 3:	Receipts from Park operations, gifts, grants, program fees, donations, interest, fines, etc.	\$ 5,000
Item 4:	Anticipated Grants	\$ 0
		<b>TOTAL ESTIMATED AMOUNT AVAILABLE \$ 72,000</b>

**PART II**  
**Estimated Expenditures - Corporate Fund**

**I. Corporate Fund**

Office Equipment	\$ 2,000
Office Supplies/postage	\$ 800
Computer software	\$ 800
Training / Conference	\$ 1,000
Travel	\$ 1,000
Dues and Subscriptions	\$ 800



Utilities/phone/internet	\$ 800
Contractual services (Audit)	\$ 3,500
Insurance (Errors & Omissions)	\$ 3,000
Miscellaneous Projects	\$ 1,500
Legal	\$ 2,000
Rent	\$ 3,500
Upkeep of baseball field	\$ 2,000
Miscellaneous Expense	\$ 3,800
Contingencies	\$ 4,000

**TOTAL CORPORATE FUND** **\$ 30,500**

The foregoing appropriations are appropriated from the general property tax for corporate purposes and estimated receipts from miscellaneous sources.

**PART III**  
**Estimated Expenditures - Recreation Fund**

**II. Recreation Fund**

Insurance	\$ 1,200
Equipment/supplies	\$ 2,000
Contractual Services/Rentals	\$ 2,000
Advertisement/postage	\$ 700
Miscellaneous Projects/Expenses	\$ 4,100

**TOTAL RECREATION FUND** **\$ 10,000**

The foregoing appropriations are hereby appropriated from the proceeds of a special recreation tax and estimated receipts from miscellaneous sources

**III. Tort Fund**

Insurance/reserve/legal	\$ 2,000
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The foregoing appropriation is hereby appropriated from the proceeds of a special tax for Tort Fund purposes and estimated receipts from miscellaneous sources.

**IV. Audit Fund**

Audit Expense	\$ 5,000
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The foregoing appropriation is hereby appropriated from the proceeds of a special tax for audit expense purposes and estimated receipts from miscellaneous sources.

**V. Social Security/IMRF**

Social Security and IMRF \$ 500

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for public insurance purposes and estimated receipts from miscellaneous sources.

**S U M M A R Y**

TOTAL APPROPRIATION FOR CORPORATE FUND	\$ 30,500
TOTAL APPROPRIATION FOR RECREATION FUND	\$ 10,000
TOTAL APPROPRIATION FOR TORT FUND	\$ 2,000
TOTAL APPROPRIATION FOR AUDIT EXPENSE	\$ 5,000
TOTAL APPROPRIATION FOR IMRF AND SOCIAL SECURITY	\$ 500
<b>GRAND TOTAL</b>	<b><u>\$48,000</u></b>



STATE OF ILLINOIS     )  
                                  ) SS.  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

I, the undersigned, the duly qualified and acting Secretary of the Board of Park Commissioners of the Ford Heights Park District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

**ORDINANCE NO. 2025- 13**

**AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF THE FORD HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR  
BEGINNING MAY 1, 2025 AND ENDING APRIL 30, 2026**

passed by the Board of Park Commissioners of the Ford Heights Park District at a meeting of said Board of Park Commissioners at which a quorum was present, held pursuant to the Illinois Open Meetings Act on the 18 day of June, 2025.

I do further certify that said Ordinance is entrusted to my care and custody, that the same is duly spread upon the records of said meeting and that I am the custodian of all records of the Ford heights Park District including the journal of proceedings, ordinances or resolutions.

IN WITNESS WHEREOF, I have hereunto set my hand this 18 day of June, 2025.

  
Secretary, Board of Park Commissioners of  
The Ford Heights Park District Cook County,  
Illinois



LEGAL NOTICE  
NOTICE OF PUBLIC HEARING  
FORD HEIGHTS PARK DISTRICT

Notice is hereby given that the Board of Park Commissioners of the Ford Heights Park District WILL HOLD A Public Hearing on the 2025–2026 Budget and Appropriations Ordinance. The Public Hearing shall be held at the hour of

3:00 pm, on June 25, 2025, at the

Excell Walker Field, Ford Heights, Illinois,  
1136 Greenwood Ave, Ford Heights, Illinois 60411

for the purpose of: conducting a public hearing on the 2025-2026 budget and appropriations ordinance.

By: Kimberly Griffin  
President



**PAMPHLET**

**BACK OF PAMPHLET**

**ORDINANCE NO. 2025 – 13**

**AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF THE FORD HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS**

**FOR THE FISCAL YEAR**

**BEGINNING MAY 1, 2025 AND ENDING APRIL 30, 2026**

Published in pamphlet for this 26 day of July, 2025, by Order of the Corporate Authorities of  
the Ford Heights Park District, Cook County, Illinois